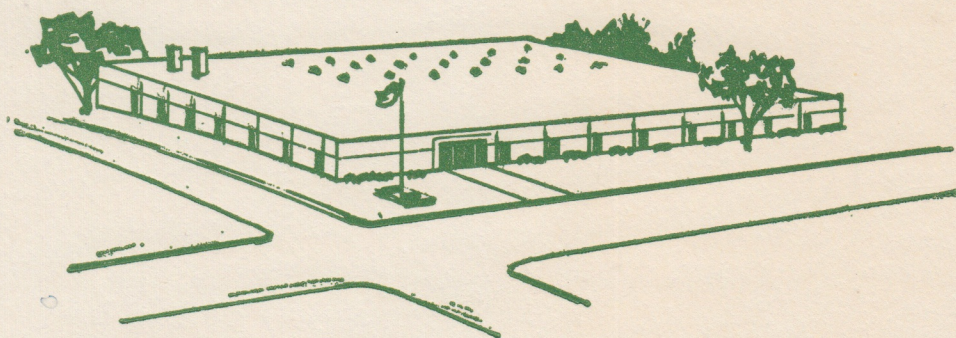


# Pine City Area Vocational-Technical School



1966-1967

# FOREWORD

The Pine City Area Vocational-Technical School has been established to provide fundamental occupational training which will assist youth and adults of the area in securing gainful employment. The completion of their courses of study will enable enrollees to become useful and productive citizens of their respective communities. And it is hoped that as the graduates gain experience in their chosen fields they will become highly skilled tradesmen who grow and change as the demands of progress dictate and offer opportunity.

## BOARD OF EDUCATION

M. L. Swanson, Chairman

G. W. Nelson, Clerk

M. R. Kutzke, Treasurer

Wilbur Lilja, Director

Walter Silesky, Director

Roy Teich, Director

## ADMINISTRATION

C. M. Espeseth, Superintendent  
Pine City Public Schools

Gordon Stennes, Director  
Area Vocational-Technical School

# GENERAL INFORMATION

## HISTORY

The Pine City Area Vocational-Technical School was approved by the Minnesota State Department of Education in 1965. It meets the standards demanded by the Minnesota State Plan for Technical-Vocational Education and it functions as a part of the Pine City Public School System. The facilities are new and the first classes will be admitted the fall of 1966.

## PURPOSE

The objective of the Pine City Area Vocational-Technical School is to provide fundamental occupational training which will assist enrollees in securing entry employment and advancing in the chosen occupational area. Additional job experience will be needed before a graduate can become a highly skilled tradesman; however, through theory and practical supervision the basics of the trades will be taught and the enrollee placed in a position of being able to better compete for entrance and advancement. For advancement and up-grading, training will be offered through other than regular day-school courses.

## ENROLLMENT

Any person who is a high school graduate or has reached the age of sixteen may be considered for enrollment. Basic entrance requirements are geared to select the applicant who would profit most by the instruction offered. All applicants must satisfactorily complete the established application procedures and meet all admission requirements established by the school in order to be accepted for enrollment.

## APPLICATION PROCEDURES

The procedure to follow if desiring to be considered for enrollment is outlined on Page 8 of this booklet. Please follow the steps carefully.

## COSTS

Costs for attending the Pine City Area Vocational-Technical School will depend upon the individual's situation under the following stipulations:

### FREE TUITION FOR:

1. Enrollees under 21 years of age and graduates of Minnesota high schools.
2. Enrollees under 21 years of age living in Pine City School District No. 578, or living in Minnesota school districts not maintaining a secondary school.
3. Enrollees living in Minnesota who are not high school graduates, over 16 years of age and under 21, and have written permission to attend from the School Board of the district in which they reside.
4. Enrollees living in Minnesota who are not high school graduates, but are at least 18 but under 21 years of age and have been out of high school one or more years.

### TUITION FEE OF \$30.00 PER MONTH REQUIRED OF:

1. Enrollees from Minnesota over 21 years of age.
2. Enrollees living in Minnesota but outside District No. 578 who have not graduated from high school, do not have written permission to attend from their local School Board, and do not fall under any of the above mentioned stipulations.

### TOTAL ENROLLEE COSTS REQUIRED OF:

1. Enrollees from outside the State of Minnesota who live within a forty (40) mile radius of Pine City, Minnesota, and whose School Board or County Board will assume responsibility for costs of attendance.
2. Enrollees of any special classification whose institution or agency will assume responsibility for all costs.

Each course offering will require certain books and supplies. General textbooks and instructional materials will be supplied by the school; however, special supplies and books must be furnished by the enrollee.

Most course offerings require an enrollment fee. Each enrollee will be responsible for paying this fee at the beginning of the course offering.

## **FACILITIES**

All regular day classes will be held in the new area vocational school building. Each department will be equipped with modern equipment and supplies comparable to those used in the occupation for which training is being offered.

## **HOUSING AND MEALS**

Enrollees living beyond commuting distance are responsible for securing their own living accommodations. The school will assist in finding suitable housing by providing a list of available facilities. Enrollees may not live in housing not approved by the Pine City Area Vocational-Technical School Housing Committee.

Enrollees will be responsible for arranging for their own meals. The community of Pine City provides ample restaurant facilities. A student lounge will be available for the eating of a boxed noon lunch.

## **JOB PLACEMENT**

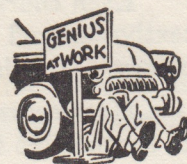
The Area Vocational School will assist qualified enrollees in securing employment upon the completion of their training; however, there can be no guarantee of placement. The school, along with the Minnesota State Employment Service, maintains contact with business and industry in the areas of training provided.

## **GENERAL CONDUCT AND ATTENDANCE**

Enrollees will be expected to conduct themselves in a manner similar to that required of a worker in business or industry, and they will be expected to dress in a manner conducive to adult behavior. Enrollees not meeting these expectations will not be allowed to continue as an enrollee of the school. Attendance will be required at all assigned classes and shop experiences. Unauthorized absences will be made up or become cause for expulsion.

Each course offering will demand at least six (6) hours per day in class or shop, with additional home assignments as required by the instructor.

# AUTO MECHANICS



Two course offerings will be offered in Automotive Mechanics: A beginning eleven (11) month course in theory and practical trade training geared to enable an enrollee to enter the world of work as an automotive mechanic in rural areas; and an additional nine (9) month course of advanced training for interested and capable students wishing to compete for the more highly specialized job opportunities usually offered in urban areas.

Both course offerings will offer various phases of repair, service, and maintenance of automotive vehicles by introducing theories of operation and following-up with actual work in the shop. Shop work will offer exposure to units such as engines, transmissions, electrical systems, brake systems and carburetors. The accurate and systematic use of modern test equipment offers practice in working on both old and new equipment.

Emphasis is placed on shop safety, diagnosis, public relations, practice in communication, and fundamental application of theories of operation.

Course content will include:

- Engine Theory and Laboratory Experience
- Transmissions
- Lubrication
- Carburetion
- Tune-up and Diagnosis
- Cooling Systems
- Electrical Systems
- Customer Relations
- Safety
- Use of Tools
- Use of Manuals and Available Literature
- Parts Ordering and Keeping of Records

# WELDING



An eleven (11) month course arranged to prepare the enrollee to do a variety of types of welding by including a basic introduction and training in common welding processes: oxygen acetylene, electric arc, and inert gas. Instruction will include the safe and efficient use and care of welding equipment, materials, and shop management. Enrollees will become knowledgeable in such areas as expansion, contraction, stress, types of metals, strengths and weaknesses, symbols, and basic shop mathematics.

Most of the enrollee's time will be involved in actual welding, cutting, and blueprint reading. Related technical literature will be introduced, along with good customer relations training and practice at communications.

Enrollees should have an intense desire to become a welder, good eye-sight, and not be allergic to various gases. They must also be prepared to learn to read blueprints and memorize symbols.

Upon satisfactory completion of the course, enrollees will be able to obtain and hold jobs as welders in industry. However, it should be kept in mind that considerable experience beyond this training will be needed in order to become a skilled welder.

Course content will include:

- Various forms of welding
- Welding Metallurgy
- Blueprint Reading
- Welding Rod Identification
- Customer Relations
- Safety
- Use of Manuals and Available Literature
- Ordering of Parts and Supplies

# MECHANICAL DRAFTING



Industry is in need of skilled personnel to assist the professional engineer. This eleven (11) month course provides qualified enrollees with the educational preparation necessary to enter industry and function as an assistant to engineers in the design and development of products of manufacture. Using the rough sketches provided by the design engineers, the draftsman transforms the ideas of the designer into precise and usable drawings and blueprints. This course is not designed to develop an extremely highly skilled technician; rather, it offers to assist the enrollee to develop the skill needed to obtain entrance into the field of drafting.

A good share of the enrollee's time will be spent learning the fundamentals of drawing, including lettering, use of instruments, line work, and basic blueprint functions. The course will also include technical communications, basic introduction to sketching and drawing, the use of symbols, and the study of metals and other industrial materials.

Enrollees planning to take this course should have a good basic background in mathematics.

Course content will include:

- Basic Drafting Fundamentals
- Factors of Design Drafting
- Use of Tools and Symbols
- Materials
- Written and Oral Reports
- Related Mathematics and English
- Fundamentals of Art and Sketching



## **BUSINESS and OFFICE EDUCATION**

The three courses of study offered in business and office education are geared to prepare students for different levels of employment as office workers, including management positions in the business world. Each student will enroll in one of the three courses of study, depending upon ability and interest. All students will complete the basic requirement courses, with opportunity to specialize in one of the following areas: Clerical, Stenographic, Secretarial, Accounting, and Unit Records. In addition, a six (6) month Tab Technician Operator training course will be offered.

Although not required, business courses taken in high school will be helpful for satisfactory completion of any courses offered.

### **TRAINING FOR GENERAL OFFICE WORK**

Students enrolled in this department will be training for a position as a general office clerk. This nine month offering will develop a variety of office skills, including Filing and Typewriting; Office Procedures; Office Machines; Business English; and Public Relations.

Students will develop skills in operating the following machines: 1. Adding Machines; 2. Calculators; 3. Duplicating Machines; 4. Key Punch Machines; 5. Collators; 6. Card Sorters, and; 7. Electronic Accounting Machines.

### **JUNIOR AND AUTOMATED ACCOUNTING TRAINING**

Accounting is the "Language of Business." A person understanding the various aspects of accounting places himself in a position of having the foundation upon which to advance in the business world. Only students interested in learning these fundamentals should take this course.

Although students will not become skilled operators of the various electronic and mechanical business machines, they will be exposed to the uses and purposes of such machines; they will be trained to use the data and services business machines provide. After completing units in the principles of accounting, students will be trained in payroll, law, economics, money and banking, and communications. Also, introduction and acquaintance with Electronic Accounting Machines will be included. Some students will have an opportunity to specialize in Electronic Accounting, after showing special interest and abilities in this area.

### **STENOGRAPHIC AND SECRETARIAL TRAINING**

This course of study will provide for two levels of training: (1) the girl who has completed high school typewriting but not shorthand may acquire stenographic skills by completing the stenographic sequence; (2) the girl who has both high school typewriting and stenography but wishes to further develop her office skills and proficiency may do so by electing the secretarial sequence. The training offered will vary with the skill level; however, all students in this department will be trained in stenographic skills, including Shorthand and Transcription, Business English and Letter Writing, Office Machines, Accounting, and Public Relations.

## APPLICATION PROCEDURES

Any person desiring to be considered for enrollment should follow the following steps. Only those meeting all entrance requirements will be accepted:

1. Choose the course offering desired.
2. Fill out information required at the bottom of this page and send to:

Director  
Area Vocational-Technical School  
Pine City, Minnesota

3. After receiving requested application blank, complete the form. Answer all questions completely as possible.
4. Write a letter of application stating your vocational plans and the reasons for wanting the course for which you are applying.
5. Send both the completed application blank and your "Letter of Application" to the Director.
6. Contact the high school you last attended and have them forward a transcript of high school record to the Director of the Pine City Area Vocational-Technical School.
7. Arrange with the Director of the Pine City Area Vocational School for a personal interview and required testing.
8. Pay \$3.00 registration fee at time of personal interview.

To: Director  
Area Vocational-Technical School  
Pine City, Minnesota

Name \_\_\_\_\_ Age \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I am interested in applying for enrollment in one of your course offerings. Please send me the necessary forms for (check the desired area of training—ONE ONLY):

- Automotive Mechanics  
 Welding  
 Drafting  
 General Clerical Training  
 Junior Accounting Training  
 Stenographic and Secretarial Training

Check here if you have contacted your high school and asked them to forward a transcript of high school record to the Director of the Pine City Area Vocational-Technical School.  
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# NOTES

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**Office of the Director  
Pine City Area Vocational-Technical School  
Pine City, Minnesota 55063**

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